

California Institute of Integral Studies Director of Facilities and Business Operations

The Director will be a strategic systems-thinker while simultaneously operating as a hands-on professional, providing leadership and management for all facilities, business/workplace operations, and real estate activities.

Founded in 1968, the [California Institute of Integral Studies](#) (CIIS) is an internationally recognized leader in integral education in San Francisco, California. CIIS strives to embody spirit, intellect, and wisdom in serving individuals, communities, and the earth. CIIS has an enrollment of over 1,800 students pursuing degrees in a variety of academic programs in its schools of Consciousness and Transformation, Professional Psychology and Health, and Undergraduate Studies. CIIS offers an online master's program in Applied Psychology taught in Mandarin in collaboration with Zijing in China. CIIS is accredited by the Western Senior College and University Commission (WSCUC).

CIIS is a mosaic of faces and philosophies, backgrounds, and beliefs. Faculty, staff, and students are intellectually engaged and socially active. Programs inspire creativity, nurture community, cultivate curiosity, and foster social good. CIIS hosts a vibrant art exhibition program and events through its Public Programs & Performances division, including workshops, concerts, and conferences. The University also provides low-cost mental health and acupuncture services to San Francisco Bay Area residents through its six award-winning clinics.

CIIS strives to cultivate and preserve a culture of inclusion and belonging as part of its [Seven Commitments](#). More than accept difference, it honors and celebrates its staff's diversity and in turn, its diverse and inclusive culture brings them together in ways that empower everyone to connect, belong, and grow.

Located in San Francisco, CIIS's main campus is 83K square feet and leases and operates six clinics. The annual operating budget is approximately \$46M. The University employs more than 500 people, many of whom are seasonal staff and students. Its regular employee community is comprised of approximately 160 staff and 85 faculty plus there is an additional 250 seasonal and student staff. The Facilities and Business Operations Department has staff of seven plus eight or more part-time, temporary, or student workers. CIIS operates seven days a week for a total of 87.5 hours.

The Role

Reporting to the Chief Financial Officer, the Director of Facilities and Business Operations ("Director") provides crucial leadership and management to the University and plans, directs, and improves facilities, business/workplace operations, real estate activities, and related compliance. The Director will be a strategic systems thinker while simultaneously operating as a hands-on professional in order to ensure the tasks and projects of a busy department are executed at the highest level and in alignment with University priorities.

The Director position is a highly visible one that collaborates across University divisions, departments, and clinical leadership and necessitates a welcoming, professional service orientation. The Director has strong interpersonal skills, an intuitive understanding of the needs of an organization, and appreciates that Facilities & Business Operations are about enhancing and managing policies, procedures, and change efforts.

ONGOING RESPONSIBILITIES INCLUDE:

LEADERSHIP & MANAGEMENT

- Provide inspiring leadership and management to staff and student workers; maintain an organizational structure and staffing to effectively accomplish the Department's overall goals and objectives; direct and oversee the hiring, development, and evaluation of Department staff.
- Manage the holistic strategy of the Department in alignment with University goals and objectives and ensure consistency with CIIS' mission and Operational Plan.
- Develop and implement strategy for business services, building, and facilities "plant" operations and real estate management.
- Participate in the capital planning for long-term campus operations, including business services, leased equipment contracts, new leaseholds, new construction, and cooperative or joint-use facilities.
- With the CFO, develop annual department budget; manage and adhere to budget.
- Lead capital project management and its system, files, budgets, contracts, purchase orders, and invoices.

FACILITIES & BUSINESS OPERATIONS

- Provide smooth delivery of daily business service operations such as campus safety, café, room scheduling, space planning, special events, reception, security, signage, parking, mailroom, and classroom technology.
- Schedule and plan all routine maintenance including electrical, mechanical, plumbing, and HVAC environment controls systems; facility, office moves, and vehicle activities, including "downtime" and during campus closures.
- Co-manage CIIS' Café with the Director of Campus Experience, including design, construction, maintenance, food service, stocking, and staffing.
- Oversee purchasing for furniture, assets, and equipment.
- Manage and oversee real estate and facilities construction projects with internal and external constituents.
- Manage municipal, landlord, and property management relationships, including participating in lease negotiations for acquisitions, renewals, or lease terminations.
- Prepare project proposals, budgets, and work scopes for contracted maintenance activities, working with Finance to incorporate control measures into processes to ensure fiscal responsibility.
- Ensure OSHA, ADA, Clery Act, Municipal, State, Federal, WASC, IIPP, and other compliance management and/or reporting.
- Serve as University Emergency Management Official; direct campus security and update emergency response protocols; oversee security contracts.

QUALIFICATIONS AND CHARACTERISTICS

The Director is someone who thrives in a fast-paced, dynamic, growing institution. They should relate well within a multicultural environment that values the diversity of its student body and workforce and actively promotes equity and inclusion. While no single candidate will possess all qualifications, a strong candidate will have a range of the following experience, characteristics, and qualifications:

- 5+ years of experience working in university operations, business/workplace management, building planning or facilities management, with 3+ years of demonstrated success in leading and managing teams, negotiating contracts, and managing contractors.
- Experience in budget planning, compliance, and maintenance.
- Working knowledge of typical building systems and equipment; national, state, and local occupancy; building and fire codes related to educational and office environments; maintenance trades and security practices.
- Experience in reading and evaluating leases, service agreements, and other legal documents; experience with lease management as lessor and lessee.
- Excellent verbal and written English communication skills. Bilingual or multilingual skills are appreciated.
- Outstanding people management skills with the ability to empower and support staff; a commitment to professional development; effective delegation skills.
- Capacity to improve and implement effective, efficient processes, systems, and operational workflows; establish and uphold best practices; a commitment to transparency and accountability; ability to proactively solve issues with the judgment to know when to elevate them to leadership.
- Comfort and confidence to engage with a broad spectrum of internal (staff, faculty, students) and external constituents (including landlords, city officials, intermediaries, vendors) in a collegial, cooperative, and respectful manner.
- Ability to analyse and formulate disparate information into sound, well-organized plans; can convey complex information and concepts clearly and in non-confrontational, non-polarizing ways to a range of diverse audiences.
- Intrepid yet tactful; determined yet respectful of others' concerns; someone with the flexibility and creativity needed to find alternative ways to reach objectives when barriers arise; a skilled negotiator who does not drive themselves or others into a corner.
- Strong interpersonal skills including humility, unimpeachable integrity, a strong moral compass, and an openness to give and receive feedback; emotionally mature with flexibility and sensitivity to work with diverse personalities and situations.
- Bachelor's degree or equivalent experience. Previous higher education experience a plus.

The compensation range for the Director position is \$93,000 to \$135,000, plus comprehensive benefits. The position works on-campus in San Francisco 5 days a week, occasional evenings and weekend days, and for emergencies.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

CIIS strives to cultivate and preserve a culture of inclusion and belonging as part of its [Seven Commitments](#). More than accepting difference, we honor and celebrate our staff's diversity of experiences, perspectives, and identities. Together, our community creates and maintains working and learning environments that are inclusive, equitable, accessible, and welcoming.

CIIS is proud to be an equal opportunity employer. We are committed to providing an open, fair, inclusive, non-discriminatory environment for all individuals across differences of race, religion, sexual orientation, gender identity, national origin, socio- economic status, ethnicity, age, physical ability, or medical condition. We seek to increase the presence, representation, and inclusion of U.S. historically under-represented people of color, international, bilingual, and bicultural students, faculty, and staff; and, to provide an environment that will attract and retain individuals identified as lesbian, gay, bisexual, transgender, queer, questioning and intersex (LGBTQQI+). CIIS is committed to compliance with all fair employment practices regarding citizenship and immigration status.

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